

**MEETING MINUTES**  
**Lowcountry Area Transportation Study (LATS)**  
**Meeting of the Policy Committee**  
**Monday, April 5, 2013 – 10:00 a.m.**  
**TCL New River Campus Board Room – Bluffton, SC**

*LCOG staff sent agenda packets to Policy Committee members and posted an agenda in the lobby of the LCOG office at least 24 hours prior to the meeting time.*

**Policy Committee Members Present:**

Mayor Bronco Bostick, City of Hardeeville  
Chairman Henry Etheridge, Jasper County Council  
Rochelle Ferguson, LRTA Executive Director\*  
Commissioner Craig Forrest, SCDOT  
Mayor Billy Keyserling, City of Beaufort  
Mayor Samuel Murray, Town of Port Royal  
Commissioner Harrison Rearden, SCDOT

**Policy Committee Designees Present:**

Anthony Barrett, Town of Bluffton  
For Mayor Lisa Sulka  
Laura Von Harten, Beaufort County Council  
For Chairman Paul Sommerville  
Helen Pittman, Jasper County Leg. Delegation  
Officer  
For Senator Clementa Pinckney  
Steve Riley, Town of Hilton Head Island  
For Mayor Drew Laughlin

**Policy Committee Members Absent:**

Rep. Bill Herbkersman, Beaufort County Leg.  
Delegation  
Commissioner Jim Rozier, SCDOT

**Technical Committee Members Present:**

James Ayers, Town of Bluffton\*  
Tony Cristcitiello, Beaufort County  
LeNolon Edge, Jasper County  
Jill Foster, Town of Hilton Head Island  
Karen Jarrett, Town of Bluffton

**Technical Committee Members Absent:**

Linda Bridges, Town of Port Royal  
Bryan Hill, Beaufort County \*  
Lauren Kelly, City of Beaufort  
Colin Kinton, Beaufort County\*  
Bob McFee, Beaufort County \*  
Bob Nanni, City of Hardeeville  
Darrin Shoemaker, Town of Hilton Head Island \*

**(\*) Non-voting Member**

**LCOG Staff Present:**

Chris Bickley, Executive Director  
Ginnie Kozak, Planning Director  
Jonathan Sherwood, Community and Regional  
Planner

**SCDOT Staff Present:**

Diane Lackey, Office of Transit Manager  
Mike Sullivan, Planning Engineer

**Others Present:**

Andrew Fulghum, Jasper County Administrator  
Chairman Dick Stewart, LRTA Board

## **1. Call to Order**

Temporary Chairman Mayor Keyserling called the meeting to order.

### **a. Pledge of Allegiance**

Mayor Keyserling led the group in the pledge of allegiance.

### **b. Invocation**

Mr. Etheridge led the invocation

### **c. Introduction of Members, Guests and Staff**

Mayor Keyserling asked those in attendance to make introductions.

### **d. Action on February 11, 2013 Minutes**

Mayor Keyserling asked the Committee for a motion to approve the minutes. Mr. Riley noted that Commissioner Forrest's name was misspelled and made the motion to approve the minutes with the correction. Mr. Barrett seconded the motion and the motion passed unanimously.

## **2. Old Business.**

### **a. Bylaws**

Mr. Bickley said that one email was received during the public comment period for the Draft Bylaws and the nature of the comment was positive. The commenter expressed an interest in working with LATs on projects relating to bicycle and pedestrian planning. Mr. Bickley noted that staff recommends approval of the bylaws. After discussion, Mr. Riley made a motion to approve the Bylaws. Mayor Murray seconded the motion and it passed unanimously.

### **b. Consultant Selection**

Ms. Kozak introduced Jill Foster as the Temporary Chair of the Technical Committee.

Ms. Foster presented on the consultant selection process for the Long Range Transportation Plan (LRTP) Transportation Improvement Program (TIP), and Public Participation Plan (PPP). Ms. Foster noted that all five firms which submitted proposals were very good and that the Technical Committee members were familiar with each consultant. She noted that CDM Smith and Kimley-Horn stood out after evaluations were submitted by Technical Committee members. After the evaluations, phone interviews were conducted with each firm. Ms. Foster stated that the Technical Committee determined that Kimley-Horn had the best oral interview. She noted that the firm has 45 years of engineering and planning experience and has completed eight LRTPs, including work done in Charleston, Greenville and Sumter. Ms. Foster also explained that Kimley-Horn was quite familiar with the Port of Savannah and the status of the proposed Jasper Port and has developed plans for Florida Port Projects.

Ms. Foster stated that the Technical Committee recommends Kimley-Horn as the Consultant for the LRTP, TIP and PPP. Mayor Keyserling asked if there was a motion to approve the recommendation of the Technical Committee. Mr. Barrett made the motion, Mr. Riley seconded, and it was unanimously approved.

Mr. Bickley explained that staff will work with FWHA and SCDOT will follow all applicable procurement requirements.

### **3. New Business**

#### **a. Amendment to Bylaws**

Mr. Riley made a motion to amend the bylaws to make the change that the Lowcountry Regional Transportation Authority (LRTA) Board Chairman should be a voting member of the Policy Committee and the LRTA Executive Director should be a voting member of the Technical Committee. Mr. Barrett seconded the motion and it was unanimously approved.

#### **b. Election of Chairman and Vice Chairman**

Mayor Keyserling asked if there was a motion to elect a Chairman and Vice Chairman of the Committee. He suggested a separate motion for each position. Mr. Riley made a motion to elect Mayor Drew Laughlin as Chairman, Mr. Barrett seconded the motion and it passed unanimously. Mr. Barrett made a motion to elect Mayor Lisa Sulka as Vice Chairman, Mr. Riley seconded the motion, and it passed unanimously.

### **4. Other Business**

Ms. Ferguson invited members, staff, and guests to an open house at LRTA for a light lunch and tour.

Ms. Kozak recognized the hard work done by the members of the Technical Committee as they made complex decisions within a short time frame.

Mr. Barrett asked that the Technical Committee give an update on the status of the LRTP at the next meeting.

Mr. Bickley said the Committee's next meeting would be in about three or four months, depending on the consultants progress with the LRTP

### **5. Adjourn.**

Mayor Keyserling asked for a motion to adjourn at 10:25 a.m. Mr. Barrett made the motion, Mr. Murray seconded and it passed unanimously.